

**NELSON SOUTH SWIMMING CLUB INC.  
COMMITTEE MEETING MINUTES**

**DATE/TIME: 19 August – 6:30pm**

**VENUE Duncan Cotterill**

**PRESENT: Paul, Dave, Danie, Ngaire, Sloane, Grant, Tracey, Glen, Hamish, Steve**

**APOLOGIES Nil**

**Moved/Seconded**

**HEAD COACH REPORT:** Glen presented his report to committee. Numbers slightly up. Potential Squad re-structure for summer – Dave to work with Glen over actual squad numbers at present and discuss those families directly affected by reclassification. Information email to be distributed to whole Membership around rationale and clarity of progression through squads.

**MINUTES OF LAST COMMITTEE MEETING**

The minutes of the committee meeting dated 22/06/19 were confirmed as a true and accurate record.

**Danie/ Hamish**

**EXECUTIVE DECISIONS TO BE RATIFIED**

All recent Executive Payments ratified....

**Sloane / Tracey**

**PRESIDENTS REPORT – Nil -** Paul took some time to introduce himself to the new committee and rationale for intended role within the club.

**TREASURER’S REPORT –**

**Motion: To keep the current term investment amount out of reportable available fund balance. Not to be used at all for general expenses going forward. All agreed.**

**Paul/ Ngaire**

Treasurer’s report was distributed and passed.

**Sloane/ Danie**

**CLUB CAPTAIN’S REPORT (incl Coaching Liaison) -** Draft response been forwarded from DDL. Dave, Richard and Glen meeting Friday to get response. Will report back on this.

**GENERAL BUSINESS**

1. **Attendance record for coaches** – recommended in case of emergency so we know who is at the pool in case of evacuations. Information also relevant for numbers/families swimming which sessions.

**ACTION: Attendance app to be explored (Ngaire)** Info to be flowed through to treasurer.

2. **Communication** – How do we communicate effectively with all members? What is the process? It was noted that perhaps not all families are familiar with the current methods of communication and how to receive information. Email to membership for information around website hyperlink, facebook group and instagram page.  
Last minute changes – Committee/Coaches will endeavour to get message quickly.

**ACTION: Tracey to send email to membership in couple weeks once website has been updated to inform parents of our processes.**

### 3. Funding plan – Tanya sent draft plan through

Sept – 3 months Head coach and Assistant salaries Nov/Dec/Jan

Lane hire for summer - all pools

NOV – Travelling expenses – Travel costs Wellington champs, NZ Juniors and Div 2's. Coaches and managers expenses

DEC – Travelling costs for team travelling to NAGS, Salaries – both coaches and also some working overheads – Xero...

Great to have a plan in place going forward. Spreadsheet for Funding wish list to be developed and prioritised. Sloane working as liaison – plus perhaps one other at times to help with quotes and paperwork requirements. Need an update of what has been put in already.

**ACTION: Dave to compile wish list and distribute.**

**The two e-resolutions distributed by Tanya - ratified/passed. Hamish/Tracey (Attached)**

Committee agreed to run a quiz night at Speights Ale house - booked for December 16<sup>th</sup>. Whole club fundraiser.

4. **Lane Space** at Hampden Street – Request - all 6 lanes in mornings. Two afternoons (Tues and Thurs) all lanes will be requested along with the other two afternoons (Mon and Weds) of limited space. This is best case scenario. Letter to be compiled to go to Pool Committee with the clubs requests and reasoning. Once this has been established we may then move onto our club structure.
5. **Health and Safety** – group to sit down and discuss what our expectations would be from using the facility.

Expectations around our staff – responsibilities, management of swimmers, chemical use, role around water management and quality. Prevention is key. There is also a possible liability issue. Small working group to help look into these issues.

With Lane space being requested the club also wishes to discuss its expectations around using the Hampden facility – some of the past issues alongside some solutions. Paul to draft a letter Hamish happy to help. This will be presented to Hampden school ASAP so we can begin planning and squad restructuring.

**ACTION: Paul to draft letter around Lane space requests and Health and safety policies.**

Police vetting of coaches and Managers – to discuss next meeting.

Meeting finished 8:25

Next meeting : September 16<sup>th</sup>

**MEETING CLOSED**  
**NEXT MEETING**